



Evaluations Timeline

First 25% of class. Chair assigns faculty evaluator. Otherwise, dean assigns faculty evaluator.

Conduct preliminary meeting, go over forms. Set timelines for evaluation (including completion of forms).

Conduct Classroom observation and student evaluations. Materials located in division office.

Have final summary meeting. Signatures indicate that meeting occurred.



**Week
1-4**

Ends 9/16

**Week
5**

9/23

**Week
6**

9/30

**Week
7**

10/7

**Week
8**

10/14

**Week
9**

10/21

**Week
10**

10/28

**Week
11**

11/4

**Week
12**

11/11

**Week
13-17**

Begins
11/14



Dean (or designee) notifies evaluatee. Evaluatee has up to 2 weeks to challenge evaluator.

If evaluatee does challenge, a lottery will be used to determine new evaluator. Evaluation will be completed by following semester at latest.

Self-evaluation completed before final summary meeting. Faculty request administrative evaluation at least 2 weeks before summary evaluation.

Last 25% of the class. Evaluatee may submit written response to evaluation.

Evaluations Check list

- Preliminary Meeting
- Self-Evaluation (signature required)
- Student forms (*must use cover sheet*) drop off at mailroom to send to Shanova Berry at District Office Academic Affairs
- Classroom observation (signatures required)
- Administrative Evaluation (signatures required)
- Summary Report (signatures required)
- Upload all documents to the Microsoft Forms link